

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Board of Sanitarian Registration

AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>MINUTES OF THE BOARD</u> The record of board meetings covering the official acts of the board with respect to policy, administrative operations and procedures. Minutes are arranged chronologically by date of meeting.	Retain permanently.
2.	<u>APPLICATION FOR STATE SANITARIAN REGISTRATION</u> File series contains applications, pictures, college transcripts, check-off lists, correspondence and tests. Applications are divided into (1) sanitarians and (2) sanitarians-in-training. They are arranged alphabetically by name.	Retain for ten (10) years after last renewal, then destroy.
3.	<u>REGISTRATION BOOK</u> Book contains registration numbers, names and addresses. Also included are financial records. Registrations are arranged by number, and divided into sanitarians and sanitarians-in-training.	Retain permanently Registration Books. Retain financial records for three (3) years and until audited, then destroy.
4.	<u>REGISTRATION PRINTOUT</u> Annual computer printout containing lists of sanitarians and sanitarians-in-training by registration number, and alphabetical by name. Lists include registration numbers, names, and addresses.	Retain three (3) years or until superseded, whichever is later, then destroy.

Schedule approved by Department, Agency or Division Representative

A. Fletcher
SignatureSecretary
TitleMay 23, 1977
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/22/77
DateEdward Hopfen
Archivist

Date

Secretary

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Item No.	Description	Retention
5.	<p><u>INDEX OF SANITARIAN APPLICATIONS</u></p> <p>Indexes contain names, dates of birth, addresses, code (temporary) numbers, board actions, registration numbers and dates. Indexes are 5" x 8" cards and divided into sanitarians and sanitarians-in-training.</p>	<p>Retain for ten (10) years after last renewal, then destroy.</p>
6.	<p><u>GENERAL CORRESPONDENCE FILES</u></p> <p>Correspondence with State agencies and individuals pertaining to the business of the board. Correspondence is arranged alphabetically by subject.</p>	<p>Retain for three (3) years, then destroy.</p>